



**\*EXTENDED FILING PERIOD\***  
**POLICE CHIEF**

**Anticipated Vacancy**

**Full Time Position – All NYS Civil Service Rules Apply**

**Salary Range: \$101,598 - \$113,245**

**Excellent Benefit Package**

**GENERAL STATEMENT OF DUTIES:**

Is responsible for planning, organizing, administering, directing and coordinating the activities of the police department; performs related work as required. Works under the administrative supervision of the City Manager.

**TYPICAL WORK ACTIVITIES; (Illustrative Only):**

- Plans, directs and coordinates the enforcement of laws and ordinances;
- Plans and supervises patrol, criminal investigation, communication and traffic control functions of the department;
- Analyzes data reflecting criminal incidents, motor vehicle accidents, traffic problems, etc. to establish priorities and to determine most effective assignment and use of departmental personnel and equipment;
- Investigate and make reports as required to boards and agencies on traffic conditions;
- Responsible for the maintenance of comprehensive records including complaint, arrest and identification records, summary reports detailing department's activities and other records necessary for the efficient operation of the department;
- Prepares the annual department budget;
- Approves all the departmental expenditures prior to payment;
- Responsible for establishing training programs;
- Recommends personnel actions, including appointment, promotions, removal and discipline of personnel;
- Enforces departmental regulations;
- Makes recommendations modifying regulations to meet changing conditions;
- Makes assignment of personnel including special assignments which may be required; Responsible for the development and maintenance of community and public relations programs;
- Maintains cooperative relationships with State and Federal and other local law enforcement agencies;
- Authorizes release and exchange of information with other agencies, press, etc.;
- Inspects department personnel, equipment and headquarters areas;
- Responsible for and directs enforcement of law and maintenance of order and protection of life and property;
- Maintains departmental records;
- Prepares correspondence and reports;
- May assume Traffic Department activities.
- Performs any duty related to this responsibility;

**See reverse side**

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of modern police administration scientific methods of crime detection; criminal investigation and traffic control; thorough knowledge of Federal, State and Local Laws and Ordinances; extensive administrative ability to plan, organize and direct personnel and equipment engaged in police activities; extensive ability in written and oral expression; extensive ability to deal firmly, effectively and impartially with subordinates, associates and the public; ability to establish and maintain effective and cooperative working relations with other police departments and state and federal authorities.

**MINIMUM QUALIFICATIONS TO APPLY:**

**FOR PROMOTION:**

Five years of permanent competitive class status with the City of Newburgh Police Department as a Police Lieutenant.

**OPEN COMPETITIVE:**

- A. Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Criminal Justice, Police Science, Public Administration or a closely related field AND four years of fulltime experience as a Police Officer, two years of which shall have been supervisory experience as a second line supervisor, OR;
- B. Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Criminal Justice, Police Science, Public Administration or a closely related field AND six years of full-time experience as a Police Officer, two years of which shall have been supervisory experience as a second line supervisor.

**NOTES:**

- A. NYS Civil Service Law, Section 58 I-b requires that candidates appointed to the rank of Police Chief must have been appointed at one time to a Police Officer from an eligible list established in accordance with merit and fitness or have previously served as a member of the New York State Police.
- B. Second line supervisor is defined as two ranks above the rank of Police Officer.

**SPECIAL REQUIREMENT:**

**City of Newburgh Residency required within 90 days of appointment**

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**SEND RESUME AND COVER LETTER BY FEBRUARY 27, 2015 TO:**

**[mmills@cityofnewburgh-ny.gov](mailto:mmills@cityofnewburgh-ny.gov)**

**CITY OF NEWBURGH – AN EQUAL OPPORTUNITY EMPLOYER**

